

Professional and Managerial Branch
General Administrative Group
Airport Series

AIRPORT OPERATIONS SUPERINTENDENT

12/88

CHARACTERISTICS OF THE CLASS:

Under direction, plans and directs operational activities related to the Air Operations Area safety and security, aircraft firefighting and rescue, airport parking and ground transportation and communications; performs related duties as required.

EXAMPLES OF DUTIES:

Supervises the inspection of the Air Operations Area to ensure conformance with pertinent Federal Aviation Administration regulations and certified air carrier requirements; informs airport management of unsafe conditions and initiates corrective actions when required; assures the timely preparation of Notices to Airmen (NOTAMS); closes and opens aircraft movement areas as conditions warrant.

Plans, supervises and reviews the operation of airport parking facilities, ground transportation, communications and radio dispatching and airport security; implements procedures and procedural changes to ensure compliance with federal, state and local rules and regulations and federally mandated security requirements; inspects equipment to assure serviceability; develops and implements ground safety and driver training programs for vehicle operation in the Air Operations Area.

Monitors the aircraft firefighting and rescue operation to ensure proper training and certification of CFR personnel in compliance with state and federal regulations; reviews CFR personnel scheduling to ensure proper staffing levels for all shifts.

Assists in the preparation and control of annual operating and capital budgets; monitors the effectiveness of revenue and expenditure control procedures; reviews, recommends changes and improvements to and implements operational policies and procedures; supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance and safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degrees in Business or Aviation Administration or a related field and five years of progressively responsible professional experience in operational activities at the equivalent of a U.S. medium hub civilian airport including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of certification standards regarding airport runways, taxiways and aircraft parking areas; considerable knowledge of pertinent federal, state and local rules and regulations; considerable knowledge of aircraft firefighting and rescue procedures; considerable knowledge of airport security, parking and ground transportation procedures; considerable knowledge of supervisory techniques, standards of conduct and work attendance; considerable knowledge of safe working practices and procedures; good knowledge of budget development and control.

Ability to plan, organize and administer airport operational activities; ability to supervise, train and evaluate assigned personnel; ability to enforce federal, local and departmental rules and regulations; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and airport environment; exposure to all weather conditions; operate a motor vehicle through the airport area and city traffic.

Special Requirements: Subject to call during non-working hours.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head